

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

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To: Energy Service Providers

Subject: Fourth Quarter Working Capital Advance

The purpose of the broadcast is two fold:

- 1. Advise providers of how the third quarter will be reconciled and**
- 2. Inform providers to submit new or revised fourth quarter working capital advance requests on or before September 12, 2011.**

In order to issue fourth quarter advances by mid-October, CSD will reconcile third quarter advances based on expenditures submitted for July and August.

For example: If your third quarter advance was for 300,000, and expenditures during the first two months of the third quarter (July and August) total 200,000, then your fourth quarter advance would be reduced by 100,000.

Providers are strongly encouraged to evaluate cash flow needs to ensure that ample funds are requested in the fourth quarter. CSD may deny your request for the fourth quarter advance if your agency has submitted zero reports for the first two months of the third quarter. Please submit your request to CSD's Financial Services Unit to Luz Lunetta at llunetta@csd.ca.gov and cc Jenny Wang at jwang@csd.ca.gov. If you need assistance to complete the advance request form or have questions, contact your field representative.